

## TASK - Task Detail

This screen is used to display, add or modify the tasks that have been assigned to the identified responsible parties to assist the specific client in achieving the short term and permanency goals that have been set.

CAFSTASK		TASK DETAIL		04/10/2008		14:26	
USER ID : C74142SW		MODIFY		PAGE NO: 001			
CAPS ID : 00001300		00		NAME: KOCH, MELISSA			
TO SELECT : A=ADD, C=COPY, M=MODIFY, D=DELETE							
START FROM:		TASK TYPE:					
SEL TASK DESCRIPTION		RSP	FREQNCY	DATE	A C H I E V E D:		
		PTY	QTY	PER	IDENTIFIED	Y/N	DATE
_ CMO CASE MONITORING		W		TBA	07/05/2006		
OTHER RSP PTY-CAPS:				WORKER: CS4566	PROVIDER:		000
ADDL DESC:							
_ CDE CHEMICAL DEPENDENC		O	001	SES	01/01/2006	Y	01/15/2006
OTHER RSP PTY-CAPS: 00001301				WORKER:	PROVIDER:		000
ADDL DESC:							
_ CDE CHEMICAL DEPENDENC		P	001	SES	01/01/2006	Y	01/15/2006
OTHER RSP PTY-CAPS:				WORKER:	PROVIDER: 0001011		000
ADDL DESC:							
_ ASR ATTEND SCHOOL REGU		C	001	DAY	01/01/2006		
OTHER RSP PTY-CAPS:				WORKER:	PROVIDER:		000
ADDL DESC:							
PATH:							

**Field Descriptions** (F12) indicates code lookup is available.

### *CAPS ID* (F12)

Enter the CAPS ID of the client you wish to add or view task details for.

### *NAME*

This field will display the name of the client whose ID is entered in the CAPS ID field.

### *START FROM*

Enter a date in this field and only tasks with a date identified from that date to current date will display on the list.

### *TASK TYPE* (F12)

Enter a task type (up to 5) in this field and only tasks matching the entered code(s) will display on the list.

### *SEL*

On the select line, type an “A” to add a task, “M” to modify a task, “D” to delete a task or “C” to copy a task to another client.

### *TASK (F12)*

Enter the task that has been identified for the client or other responsible party to complete.

### *DESCRIPTION*

This field will display the description of the task code that was entered in the TASK field.

### *RSP PTY (F12)*

Enter the party that is responsible for completing the task (Client, Other, Provider or Worker).

### *FRQNCY – QTY*

Enter the frequency quantity for the assigned task. *For example, if they have to go to counseling three times per week, enter 3.*

### *FRQNCY – PER (F12)*

Enter the frequency span for the assigned task. *For example, if they have to go to counseling three times per week, select WEK (week).*

### *DATE IDENTIFIED*

Enter the date the task was identified.

### *ACHIEVED – Y/N*

Enter “Y” (yes) if the task was completed or “N” (no) if the task was not completed.

### *DATE*

If “Y” (yes) is entered in the ACHIEVED field, enter the date the task was completed.

### *RSN (F12)*

If “N” (no) is entered in the ACHIEVED field, enter the reason why the task was not able to be completed.

### *OTHER RSP PTY-CAPS (F12)*

If “other” is selected in the RSP PTY field, enter the CAPS ID of the person responsible for completing this task. Otherwise, this field should be left blank.

### *WORKER*

If “worker” is selected in the RSP PTY field, enter the C number of the worker responsible for completing this task. Otherwise, this field should be left blank.

*PROVIDER (F12)*

If “provider” is selected in the RSP PTY field, enter the PROVIDER NUMBER of the provider responsible for completing this task. Otherwise, this field should be left blank.

*ADDL DESC*

Enter any additional information regarding the identified task. This is a free-form text field.

**Additional Information**

You can copy tasks from one client to another by placing a “C” on the select line in front of the task (can select multiple tasks), press F10 and select the person to copy to with a “C” and then press enter.

Once tasks have been entered on the TASK (Task Detail) screen, you can link specific problems on the PROB (Problem Detail) screen to specific tasks by selecting the problem with an “L”. This will take you to the LINK (Problem/Task Link) screen to select the tasks to link to that problem.